

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – September 10, 2019 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, September 10, 2019, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2. *Absent: Sharyn L. Pohlman, Commissioner District #3.*

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Chief Deputy Polky, Jim Hagan, and Airport Manager Jeff Northgraves.

Others in attendance: Elizabeth Schuh, Executive Director, Making Community Happen (MCH)

Regular Meeting – Agenda **Tuesday – September 10, 2019 – 2:00 P.M.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentation**
 - 1. MCH (Making Community Happen)
- II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:05 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of April 25, 2019.
 - iii. Minutes of Special Commission Meeting of August 13, 2019.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
- IV. 2:10 Action Items**
 - 1. Act to Approve Changes/Updates to the Knox County Regional Airport Business Plan.
 - 2. Act on Extension of the Snow Removal, Sanding & Hand Shoveling/Snow Blowing Services Bid for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport, and the Snow Removal and Sanding Services Bid for the Knox County Jail for 2019-2020 and 2020-2021.
 - 3. Act on Extension of the Mowing, Trimming, Lawn Care, and Landscaping Maintenance Services Bid for the Knox County Courthouse and Knox County Public Safety Building for 2020 and 2021.
 - 4. Act to Change the Date & Time for 2020 Budget Review with the Commission
- V. 2:35 Discussion Items**
 - 1. Update on Jail HVAC Project.
 - 2. Update on Courthouse HVAC Project.
 - 3. Update on Airport HVAC Project.
- VI. 2:45 Other Business**
- VII. Adjourn**

I. Meeting Called to Order:

Commission Chair Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.

II. Presentation:

1. MCH (*Making Community Happen*) given by Elizabeth Schuh, Executive Director for Knox Count Livable Communities (KCLC). A packet was distributed to the Commissioners.

- **Goal:** To support the work of municipal governments, community-based organizations and not-profits; service providers, and citizen activists to include the needs and preferences of their older residents when they are planning community development.
- **8 Domains of Liability:** Network members commit to providing residents of all ages and abilities with the opportunity to live rewarding, productive and safe lives while using the framework of the eight domains of livability as a planning tool.
 1. Transportation
 2. Housing
 3. Outdoor Spaces and Buildings
 4. Respect and Social Inclusion
 5. Social Participation
 6. Civic Participation and Employment
 7. Communication and Information
 8. Community Support and Health Services
- **Benefits of Membership:**
 - i. Community survey of the region to determine what county residents think is needed to make their communities friendly to people of all ages.
 - ii. Access to a global network of participating communities, as well as aging and civil society experts.
 - iii. Access to key information about the program, such as the latest news and information about best practices, events, results, challenges and new initiatives.
 - iv. Structured framework for enhancing livability of Knox County.
 - v. Mentoring and peer-review evaluation by member cities.
 - vi. Opportunities for partnerships with other cities, both international and domestic.
 - vii. Organization guidance from national experts.
 - viii. Public recognition of the County's commitment to become more age-friendly.
 - ix. Speaking engagements at conferences and events hosted by AARP and promotion through AARP's media channels.
 - x. Technical support for assessment and evaluation tools.
- **Maine Communities Participating in the Network:**

Auburn, Augusta, Bangor, Bar Harbor, Bath, Belfast, Belgrade, Berwick , Bethel, Biddeford, Blue Hill, Bowdoinham, Brooklin, Brooksville, Bucksport, Caribou, Castine, Cumberland, Danforth, Deer Isle, Dexter, Dover-Foxcroft, Eastport, Eliot, Ellsworth, Freeport, Fryeburg, Gardiner, Georgetown, Gilead, Greenville, Greenwood, Hallowell, Hanover, Jackman, Kennebunk, Limestone, Madison, Millinocket, Milo, Mount Vernon, Newry, North Yarmouth, Ogunquit, Old Orchard Beach, Paris, Penobscot, Portland, Pownal, Presque Isle, Raymond,

Readfield, Saco, Sanford, Scarborough, Sedgwick, Skowhegan, Stonington, Sullivan, Surry, Waldo County, Waterville, Wayne, Westbrook, Windham, Woodstock and Yarmouth.

- **Steps of Network Participation:**

- a) **Phase 1 (Years 1-2)**

1. Establish Steering Committee to oversee livable community activities. (Include older people in all stages of process.)
2. Conduct comprehensive baseline assessment of livability of the community.
3. Develop 3-year Community Action Plan based on assessment findings.
4. Develop Evaluation Plan to monitor process of Action Plan.

- b) **Phase 2 (Years 3-5)**

1. Commit to implementing the approved Action Plan.
2. Monitor progress of implementation of Action Plan.
3. Submit report at the end of the five years that outlines progress.

- c) **Phase 3 (Year 5 and beyond)**

1. Revise Action Plan, as necessary and commit to continued improvements.

- Commissioner Parent stated the Commission can “approve” the presentation today but cannot vote on it today. At the next Commission Meeting, the presentation by MCH will be placed on the Agenda for a vote.

II. **Public Comment:**

Commissioner Parent asked for public comment: None

III. **Consent Items:**

1. Approve Consent Items as Presented:

- vi. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- vii. Minutes of Regular Commission Meeting of April 25, 2019.
- viii. Minutes of Special Commission Meeting of August 13, 2019.
- ix. Monthly Written Departmental Reports.
- x. Reserve Withdrawals.

- *A motion was made by Commissioner Meriwether to approve the Consent Items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. **Action Items:**

1. Act to Approve Changes/Updates to the Knox County Regional Airport Business Plan.

The Business Plan was originally approved in 2009 and updated in 2016. The APAC's Business Plan Sub-Committee met in late 2018 to review the Plan and recommended some updates/changes. Most of the changes bring the financial numbers up to date, based on our 2018 Audit. The APAC has had the sub-committee's updates for two months and is scheduled to vote to recommend Commission approval on September 9th. Airport Manager recommends approval. For the most part, dates, graphs and charts have changed. Basic policies and guidelines have not changed.

- Airport Manager Northgraves stated a “Reliever Airport” is like Manchester, NH. Owls head is not equipped to be one, and it never will be due to the size of planes that can land.
- Landing Fee process will be re-evaluated in the future. Currently, cannot charge for a landing fee because have to stay consistent. If a plane comes in at 2:00 A.M. they are not charged because there is no way of knowing when the plane arrives. Next year Automatic Dependent Surveillance – Broadcast (ADS-B) will be required on all aircrafts.

The equipment is part of the FAA's plan to decrease/eliminate reliance on radar and increase the use of satellite based positioning (GPS) for control of aircraft. This will notify each airport when a plane is landing and the time. For the time being, in lieu of charging for landing fees the Airport charges for overnight parking fees.

- *A motion was made by Commissioner Meriwether to Act to Approve Changes/Updates to the Knox County Regional Airport Business Plan. The motion was seconded by Commissioner Pohlman. A vote was taken with both in favor.*
2. Act on Extension of the Snow Removal, Sanding & Hand Shoveling/Snow Blowing Services Bid for the Knox County Courthouse, Knox County Public Safety Building and Knox County Regional Airport, and the Snow Removal and Sanding Services Bid for the Knox County Jail for 2019-2020 and 2020-2021.
- This bid was awarded on September 11, 2018 and the Commission voted to award it for one year (November 1, 2018 through May 1, 2019) with the option of renewing for an additional two years contingent on performance during the first year. The bid was awarded to Wilson Construction & Landscaping. Administrator Hart has spoken with James Hagan, Building Maintenance Supervisor as he oversees Wilson Construction & Landscaping for the Knox County Courthouse and Knox County Public Safety Building, Jeff Northgraves, Airport Manager in regards to the Airport, and the Sheriff in regards to the Jail and all are very satisfied with his performance. Administrator Hart recommends extending the Snow Removal/Sanding and Hand Shoveling/Snow Blowing Services Bid at the Knox County Courthouse, the Knox County Public Safety Building, and the Knox County Regional Airport and the Snow Removal and Sanding Services Bid at the Knox County Jail to Wilson Construction & Landscaping for an additional two years (November 1, 2019 – May 1, 2020 and November 1, 2020 – May 1, 2021) in the amount of \$25,300.00 per year.
- *A motion was made by Commissioner Pohlman to Act on Extension of the Snow Removal, Sanding & Hand Shoveling/Snow Blowing Services Bid for the Knox County Courthouse, Knox County Public Safety Building, and Knox County Regional Airport, and the Snow Removal and Sanding Services Bid for the Knox County Jail for 219-220 and 2020-2021. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
3. Act to Extension of the Mowing, Trimming, Lawn Care and Landscaping Maintenance Services Bid for the Knox County Courthouse and Knox County Public Safety Building for 2020 and 2021.
- This bid was awarded on September 11, 2018 and the Commission voted to award it for one year (April 15, 2019 through November 15, 2019) with the option of renewing for an additional two years contingent on performance during the first year. The bid was awarded to Wilson Construction & Landscaping. Administrator Hart has spoken with James Hagan, Building Maintenance Supervisor as he oversees Wilson Construction & Landscaping for the Knox County Courthouse and Knox County Public Safety Building and he is very satisfied with Wilson's performance. Administrator Hart recommends extending the Mowing, Trimming, Lawn Care, and Landscaping Maintenance Services Bid for the Knox County Courthouse and Knox County Public Safety Building to Wilson Construction & Landscaping for an additional two years (April; 15, 2020 – November 15, 2020 and April 15, 2021 – November 15, 2021) in the amount of \$7,800.00 per year.
- *A motion was made by Commissioner Meriwether to Act to Extension of the Mowing, Trimming, Lawn Care and Landscaping Maintenance Services Bid for the Knox County Courthouse and Knox County Public Safety Building for 2020 and 2021. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Change the Date & Time for 2020 Budget Review with the Commission.
At the August 13th Commission Meeting, the Commission voted to schedule the 2020 Budget Review with the Department Managers for Friday September 27, 2019 at 9:00 A.M. That is the first day of the 2020 Convention of Maine Counties and therefore, we need to reschedule. Administrator Hart requests that the Commission meet on Monday September 30, 2019 at 10:00 A.M.
 - *A motion was made by Commissioner Pohlman to Act to Change the Date & Time for 2020 Budget Review from September 27 @ 9 A.M. with the Commission to September 30, 2019 @ 10:00 A.M. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

V. Discussion Items:

1. Update on Jail HVAC Project.
 - As of the end of August – beginning of September the dishwasher hood was being installed, and will be fully operational by the end of September. Split systems for cooling were installed and electrical work is underway with that. There are breakers that were not on the existing panels, so having those installed and hoping to have completed by the first week of September. The rooftop units are scheduled to be replaced around September 16th.
2. Update on Courthouse HVAC Project.
 - Jim Hagan and Gary Robinson from Siemens completed the final walk thru. There are a couple of warranty items need to be addressed. Commissioner Parent wants to be present and take a second walk thru of the Courthouse HVAC project. A date will be selected to complete the second walk thru. *(Final payment has not been made yet.)*

Update on Airport HVAC Project.

- Nothing has changed, still at a “stand still”. Mike Dean from IT, got another laptop and was able to duplicate the information Airport Manager Northgraves needs as a back-up, (for the HVAC) in case something ever were to happen to his computer.

Other Business:

- County Convention (MCCA) sign up was given out to Commissioners. Anyone that works for the County can attend. The County will pay if an employee attends. The Convention will be held at Point Lookout, in Northport on September 27th.
- Public Safety Building – (Flooring) Currently in the process of getting a Budget number to put in a vapor barrier in the Sheriff’s Office and the EMA side. Also, trying to determine what repairs need to be done outside the building. *(That will be in 2020 budget.)* A determination was made that the slab that the Public Safety Building is built on is 99% wet.
- Administrator Hart is trying to set a meeting with DOT, DACF, MCEED, & Mid-Coast Regional Planning Commission. He stated that it makes sense to have as many as municipalities at the meeting as possible. An invitation was sent out for Tuesday, October 1st @ 1:00 P.M. We are currently waiting to hear back to see if that date will work for all the Counties.

VI. Adjourn

- *A motion was made by Commissioner Pohlman to adjourn the meeting. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The meeting adjourned at 4:05 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on October 8, 2019.**